



J-1 Scholar Department Sponsorship

The purpose of the J-1 Exchange Visitor Program is to “increase the mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges.” Professors and research scholars may be sponsored as exchange visitors if the program in which they will be participating furthers the objectives of 22 CFR 62.20 (b):

- Foster the exchange of ideas and stimulate international collaborative teaching and research efforts
- Engage in teaching, lecturing and research with their American colleagues
- Participate in cross-cultural activities with Americans
- Share with their fellow citizens their experience and increase knowledge about the U.S. and their substantive fields.

Exchange visitors are expected to return home after they have concluded the program. The exchange visitor classification is not intended for permanent employment (tenure or tenure-track positions). This should be specified on your letter of invitation to an exchange visitor who will also be an ACU employee. If you intend to employ a foreign national in a permanent capacity, the H-1B category must be pursued.

Responsibilities of the Department and Faculty Host for Exchange Visitors

Before Arrival:

1. Specify a “Faculty Host” as a main point of contact in the department for the exchange visitor and the Center for International Education (CIE).
2. Document that the “program is suitable to the exchange visitor's background, needs, and experience.” Usually a curriculum vitae is sufficient for this purpose.
3. Collect an objective measure of English language to ensure that the exchange visitor “possesses sufficient proficiency in the English language to successfully participate in his or her program and to function on a day-to-day basis.” Please contact Lucy Dawson for more information on this.

4. Direct the exchange visitor to complete the [J-1 Exchange Visitor Professor/Scholar Application](#) available on the CIE website. After the CIE receives this application and the departmental documents, the file will reviewed for federal compliance. Please allow at least 2 weeks for this process. The CIE will issue the immigration documents required for visa issuance.
5. Issue an official invitation letter (to be used for visa issuance purposes) to the exchange visitor after the completed file has been approved by the CIE for document issuance. (A sample invitation letter will be provided.) Forward the original letter to the CIE for shipping with the immigration documents.
6. Provide a 24-hour emergency point of contact in your department to the exchange visitor and the CIE prior to the visitor's arrival to the U.S.
Emergency contact: _____ phone number: _____
7. Create a workspace in the department for the visitor (office, laboratory space, access to computing, library and other resources).
8. Arrange for airport pick-up and assistance with settling in (housing, transportation, banking, etc.).

After Arrival:

9. Ensure the visitor checks in with the CIE with their immigration documents and participates in the orientation.
10. Provide a departmental orientation and introduce the exchange visitor to the department, college and local community. Assist the exchange visitor to obtain internet access and ID cards.
11. Ensure the exchange visitor is performing the work/research as stated in his or her documents by closely monitoring the exchange visitor's activity and progress. Report to the CIE any changes in the scholar's field of research, location, or funding.
12. Monitor the physical location and welfare of the exchange visitor.
13. Advise exchange visitor to consult the CIE if he or she must leave the U.S. for a temporary period and plans to return to continue the program. Inform the CIE when the exchange visitor has completed his/her program or has left the U.S.
14. Review the list of Best Practices on Hosting Exchange Visitors and provide cultural exchange opportunities as appropriate.

Faculty Host and Sponsoring Department Information:

Sponsoring Department: _____

Name of Faculty Host: _____

Contact Phone: _____

Contact Email: _____

Will the department pay for the shipping of the immigration documents? Yes No
If yes, please provide departmental FOAP: _____

Exchange Visitor and Program Information:

Name of exchange visitor: _____

Will the scholar be located on the ACU campus? Yes Other location: _____

Note: Programs in fields requiring direct patient contact by participants are excluded from the Exchange Visitor Program. Is your exchange visitor's program non-clinical in nature? Yes No

Start date of the program: _____ End date of the program: _____

Title of position at ACU: _____

Goals and objectives of the program: _____

Has ACU received funding for this appointment/project from a government agency for the purpose of international exchange?

YES

NO

Specific category of exchange visitor:

Short-term scholar -stay of no more than 6 months (no extensions permitted by federal law); must leave the U.S. after completion but may return for another program.

Research scholar/Professor – stay of 3 weeks to 5 years; after completion cannot return to U.S. under research/professor category for minimum of 24 months.

Funding:

Exchange visitors must show adequate funding for the term of their program. Please indicate all **ACU** sources and amounts of financial support for the exchange visitor’s stay. (2015 Minimum support levels: Principal exchange visitor: \$1,225/month, spouse: \$500/month, child: \$450/month per child)

Source	Amount

Please forward any ACU funding documents to the CIE. The exchange visitor will be responsible to provide outside funding documents to the CIE.

Health Insurance:

Health insurance coverage at specified minimum levels (which includes repatriation and medical evacuation) is a federal requirement for all exchange visitors and their dependents for the entire duration of the program. Failure to maintain insurance coverage will result in the termination of the program and the exchange visitor will be required to leave the US.

Please indicate the department’s involvement with this requirement:

The exchange visitor will be an ACU employee and eligible for the employee health insurance benefits. Separate repatriation and medical evacuation insurance will be purchased by: the department / exchange visitor (please circle one).

The department will fund the exchange visitor’s insurance through the group health insurance policy for international students (call the CIE for current rates).

The exchange visitor will be responsible for the insurance costs.

The signatures below attest to the following:

1. The department wishes to sponsor the exchange visitor named above for the purposes detailed in the Exchange Visitor Program. A permanent job offer, tenure-track or similar position in research has not been offered to the exchange visitor. The exchange visitor is expected to return home at the conclusion of the program.
2. The program is suitable for the exchange visitor's background, experience, and English language skills as documented.
3. The department and faculty host agree to comply with the responsibilities listed on page 1-2 of this document to host an exchange visitor.

Faculty Host signature

printed name

Date

Department chair signature

printed name

Date

Dean's signature

printed name

Date